

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief maintains scheduled appointments, prepares correspondence, and acts as the receptionist for the Fire Chief. The employee of this class receives and processes records and reports, prepares payroll records, and makes calculations necessary to compute payroll. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief by preparing replies to routine correspondence or requests following departmental procedures on own initiative or as required to handle problems as assigned by the Fire Chief. Composes business letters and completes forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the chief of scheduled events. Receives, reviews, and processes assigned records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Acts as receptionist to visitors to the Fire Chief's office, including answering telephone and placing calls, and handling routine questions and requests.

Opens and sorts incoming mail for the department which includes distributing mail to the proper person or office. Processes outgoing mail and interdepartmental correspondence in accordance with department procedures. Files correspondence, forms, records, or reports alphabetically, or by subject matter. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Completes personnel action forms required to report personnel actions to the civil service board.

Assists in the preparation of the total departmental operating budget. Makes calculations necessary to compute payroll and prepares payroll records including changes such as raises, dependent status, new additions, substitute appointment pay, and other related changes. Receives complaints from employees about

pay and works with payroll section regarding errors, changes, or other matters related to payroll. Issues payments from petty cash. Accounts for money and assets of the department as assigned.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software. Enters routine information in departmental records. Completes monthly reports, records, or forms required or assigned by the Fire Chief. Proofreads typed material and corrects errors. Compiles and organizes data and writes reports.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass civil service exam with a score of 75% or greater.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency issued from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Must not be less than 21 years of age.